



**LOS ANGELES COUNTY PROBATION DEPARTMENT
CITIZEN'S COMPLAINT FORM**



Today's Date: _____

Name: _____

Telephone Number(s) Home: _____ Office: _____

Date of Occurrence: _____ Time of Occurrence: _____

Location of Occurrence: _____

Names of Persons Involved (if known):

Details of Complaint (include names, times, locations, witnesses and any other factual supporting information. Attach additional sheets, if necessary):

Witness(es)	Residence Address	Telephone Numbers	
		Home	Office

(Attach additional sheets, if necessary)

Signature: _____

Received by: _____

Date: _____

CITIZEN'S COMPLAINT

You have the right to make a complaint against a Peace Officer or any Probation Department employee for any improper conduct. California law requires this agency to have a procedure to investigate citizens' complaints. You have a right to a written description of this procedure. This agency may find after investigation that there is not enough evidence to warrant action on your complaint; even if that is the case, you have the right to make the complaint and have it investigated if you believe an employee behaved improperly. Citizens' complaints and any reports or findings relating to complaints must be retained by this agency for at least five years.

It is against the law to make a complaint that you know to be false. If you make a complaint against an officer knowing that it is false, you can be prosecuted on a misdemeanor charge.

I have read and understand the above statement:

Complainant's Signature

Date

Complainant's Address, City, State, Zip Code

PROCEDURE

The Citizen's Complaint Form is to be completed, signed and dated. It may be filed at any Los Angeles County Probation Department office or facility. Written complaints regarding employee conduct are generally forwarded to the office head responsible for the employee involved. When there appears to be reasonable evidence to indicate that employee conduct has been in violation of departmental standards, the complaint may be forwarded to the Internal Affairs Unit of the Probation Department for further investigation. Or, if the complainant feels that the investigation of the matter cannot be satisfactorily conducted at the office/facility level, the complaint may be filed at:

**Los Angeles County Probation Department
Internal Affairs Unit
9150 East Imperial Highway
Downey, CA 90242
Telephone: (562) 658-2317
Fax (562) 940-3854**

Upon completion of the investigation, findings are summarized and forwarded to the workplace manager. The citizen making the complaint will be informed when the investigation is completed.